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OPERATIONS DIRECTORATE SUPPORT OFFICERS MEETING

21 August 1974

1. Items of interest from the DDO Staff Meeting - 21 August

25X1A a. [REDACTED] attended his first meeting as Chief, EUR. Mr. [REDACTED] will attend as Special Assistant (probably to be known as SAR). 25X1A

b. Cost of Paper. Last week it was brought to Mr. Nelson's attention that a great deal of paper work is required to obtain DCI approval for visits of Ambassadors or other VIP's. This was discussed with the Director, and Mr. Colby said he would be willing to accept a hand-written memo on yellow paper. Consequently, it is now established policy that internal documentation need not be a perfect manuscript; corrections are acceptable. Anything going outside the Agency should continue to be a perfect manuscript. During the discussion it was pointed out that a number of actions can be approved with a modest amount of paper work, but that substantial numbers of copies are distributed. Mr. Nelson asked the SSA to conduct a study to determine whether anything can be done to reduce the number of copies being distributed as well as the amount of paper work being created.

c. Shredders. Mr. Nelson pointed out that classified trash which is thrown down the chute is opened and examined [REDACTED] Consequently, any sensitive data or restricted data should be thoroughly destroyed before it is put into bags. The use of a shredder is recommended. Support Chiefs are requested to determine how many shredders would be required in their component and to take steps to procure them. There is one now being used in the DDO's office and you can arrange to see it by phoning [REDACTED] 25X1A

25X1A d. Approval of COS/COB. The Director delegated authority to the DDO to approve the designations of Base Chiefs except for [REDACTED] Mr. Nelson also asked that he be informed immediately whenever a COS or DCOS assignment is canceled.

e. Residential Security Course. On 20 August the Office of Security conducted the first running of the Residential Security Course, which is being designed for personnel going overseas, including spouses. Those who attended have been asked to critique it, and the OS will affect improvements which are suggested. We hope that it can be ready for general presentation in the next month or so.

2. Other items of interest.

a. Fair Labor Standards Act. We are distributing separately a copy of a memo which was provided to us by OGC. This memo, signed by Bernard Rosen, stipulates that employees who are in Agency-sponsored training courses need not be paid overtime for hours spent in training. There had previously been some question as to whether FLSA would require that personnel in full time training be paid for any hours of training in excess of 40 per week.

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b. Book Cables. The use of collective addressing on book cables is working nicely. [REDACTED] is now trying to arrange for one or two more indicators to cover Commo and OTS installations. In the meantime, you will find attached samples of formats which can be used. The first lists the collective addressee symbols, followed immediately by the names of other stations to receive the same message. The second has two "To" lines, listing the names of additional individual addressees in the first and the symbols for the combined addressee stations in the second. The third format would be to list collective addressees on the original of the cable and prepare a second page to list only the names of individual stations not included in the collective addressees; this does not require repeating the text of the message.

When there are a number of individual stations in addition to the collective addressee symbols, the second format is preferable because the names of the individual stations will then not appear on copies received at the overseas posts (however, the collective symbols will be shown on messages received at the individual addressees). In the third format, the names of individual stations will not appear on copies of messages received at the overseas posts, nor will the combined symbols be shown on the messages received by the individual addressees. This will in fact be two separate messages.

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